Province of British Columbia

Ministry of Provincial Secretary

1989/90 ANNUAL REPORT

91-02999/

November 5, 1990

His Honour the Honourable David C. Lam, C.M., K.S.G., LL.D.,
Lieutenant-Governor of British Columbia

May It Please Your Honour:

I respectfully submit the Annual Report of the Ministry of Provincial Secretary for the fiscal year ended March 31, 1990.

Howard Dirks
Provincial Secretary

October 31, 1990

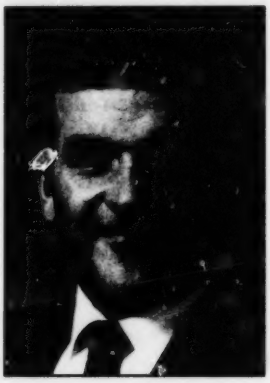
The Honourable Howard Dirks
Provincial Secretary
Province of British Columbia

Sir:

I have the honour of submitting the Annual Report of the Ministry of Provincial Secretary for the fiscal year ended March 31, 1990.

Melvin H. Smith, Q.C.
Deputy Provincial Secretary

Province of British Columbia



Howard Dirks
Provincial Secretary

Ministry of Provincial Secretary

1989/90 ANNUAL REPORT

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M. H. Smith, Q.C.
Deputy Provincial Secretary

Deputy Provincial Secretary's Message

The Ministry began the fiscal year as the Ministry of Tourism and Provincial Secretary. However, on November 1, 1989, as part of a government restructuring, the two portfolios were separated into individual ministries. As Deputy Provincial Secretary, I have the pleasure in this report to present an account of the considerable achievements during the 1989/90 fiscal year by Ministry staff working under the direction of the Provincial Secretary.

Those accomplishments include:

- Archives and Records Service planned programs to encourage and support community archival development. Other initiatives were undertaken to improve the efficiency, control and disposal of government records;
- Elections British Columbia conducted a province-wide enumeration of voters. For the first time, Voter Identification Cards were issued to the 1,707,838 voters registered or confirmed as registered during the enumeration. About 10,000 address changes are sent in every month, continuously updating the voters list.

  Also, as a result of a decision to increase the number of electoral districts to 75 from 52, the Elections Branch prepared new regional electoral maps, amended voters records and converted street indexes.

  In addition, the branch conducted by-elections in the electoral districts of Cariboo and Oak Bay-Gordon Head.
- Their Honours, Lieutenant-Governor David Lam and Mrs. Dorothy Lam, played host at Government House to many distinguished visitors. Staff planned and staged events or ceremonies that were attended by more than 9,650 guests. Their Honours, in an official capacity, attended about 231 events away from Government House;
- The Ministry took a lead role in co-ordinating the province's presence at World Expo 92 in Seville, Spain. British Columbia plans to have an exhibit within the Canada Pavilion at the exposition, April 20-Oct. 12, 1992.

- New guidelines were adopted for the Lottery Grants Branch's capital grants program to ensure that all applicants are given fair and consistent treatment and that all public monies are disbursed in a prudent manner. A total of $65.2 million was approved during the year in grants under programs administered by the Ministry.

  The Lottery Fund also contributed $26 million to programs administered by other ministries and agencies, including the B.C. Health Care Research Foundation and the B.C. Heritage Trust, as well as arts, recreation and sport, heritage and downtown revitalization programs administered by the Ministry of Municipal Affairs, Recreation and Culture.

- A new Multicultural Programs Office was established to co-ordinate the government's multicultural programs and activities; to meet and consult with community groups and organizations, and to support the work of the provincial Advisory Committee on Cultural Heritage.

  A major multicultural initiative during the year was the organization of Action 90, a provincial symposium on multiculturalism, to be held in Vancouver, June 7–9, 1990.

- The Premier's Advisory Council for Persons with Disabilities developed a Strategic Plan which outlines major issues to be addressed during the next five years including transportation, independent community living, a comprehensive rehabilitation system and access to post-secondary education.

  A special task team of the Council began a study of sections of the B.C. Building Code regarding the enforcement of building provisions related to the requirements for persons with disabilities.

- The Deputy Minister's Office undertook responsibility for the administration of a new program, the Order of British Columbia, established by legislation passed in 1989 to recognize the province's outstanding citizens.

- The Public Affairs Bureau was active in carrying out its responsibilities as the central agency for planning and co-ordinating government information services. This includes maintaining professional standards for all information and advertising programs and helping ministries develop communication plans.

The efficiency and dedication of the ministry's Central Services, Computer Systems and Financial Services staff helped to make these achievements possible.

The Ministry is blessed with a group of competent, highly-motivated employees. I thank all of them for their hard work and dedication.

Melvin H. Smith, Q.C.
Deputy Provincial Secretary

The Ministry of Provincial Secretary

Mission and Services

The office of Provincial Secretary is one of the oldest in the provincial government. Some of the duties are the same as the Colonial Secretary's were in the early days of the British colonies of Vancouver Island and British Columbia. Those duties include:

- Registering documents of state and others required by statute to be filed with government;
- Having custody of the Great Seal of British Columbia;
- Publishing and keeping cabinet orders-in-council;
- Meeting the protocol needs of the province;
- Serving as liason between government, the Lieutenant-Governor and the Speaker of the Legislative Assembly;
- Providing the framework for government record-keeping and maintaining the provincial archives;

Services to Government and Public

During the fiscal year ended March 31, 1990, this ministry was charged with:

- Administering the province's elections apparatus;
- Administering the disbursement of lottery funds for public purposes;
- Co-ordinating the government's information and advertising initiatives;
- Delivering a multiculturalism program and supporting multicultural initiatives;
- Supporting initiatives on behalf of persons with disabilities;

- Hearing appeals on public service job competitions through the Public Service Commission.

These mandates derive from the numerous statutes listed in Appendix II to this report.

Staffing

At the beginning of the 1989/90 fiscal year, the Ministry included tourism programs and had a total of 249 full-time equivalent (F.T.E.) employees working in 15 branches and six other units.

As part of a reorganization on November 1, 1989, a separate Ministry of Tourism was created. However, Provincial Secretary continued to provide public relations, financial, personnel, systems and general administrative services to this new Ministry.

At the end of the fiscal year, Ministry of Provincial Secretary staff were allocated as follows:

Minister's office		5
Deputy Minister's office		2
Public Relations Branch		5
Order-in-Council		4
Provincial Secretary Programs		
Executive	2	
British Columbia Archives and Records Service	74	
Government House	6	
Lottery Grants	13	
Multicultural Programs	3	
Premier's Advisory Council for Persons with Disabilities	3	
Protocol	9	
		110
Ministry Support Services		19
Public Service Commission		3
Elections British Columbia		42
Public Affairs Bureau		19
Total		211

Organization

After the reorganization of November 1, 1989, the Ministry of Provincial Secretary comprised 10 branches, plus the administration of orders-in-council and a Public Service Commission. The Chief Electoral Officer, the Director, Public Relations and the Order-in-Council Administrator reported directly to the Deputy. The Executive Director, Public Programs reported to the Assistant Deputy Minister as did the Directors of five Branches — Lottery Grants, B.C. Archives and Records Service, Financial Services, Central Services and Computer Systems — and the Director of Government House.

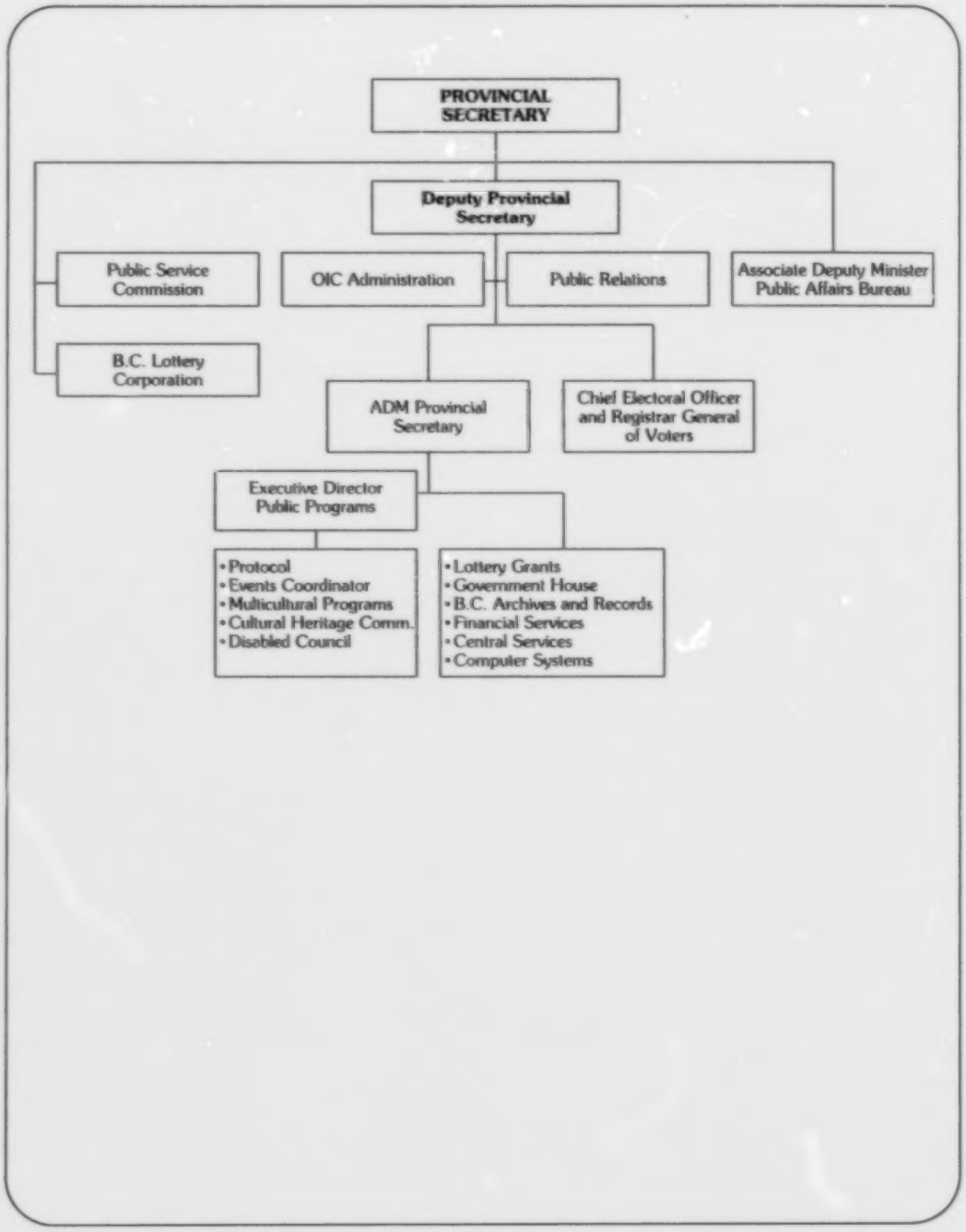
Public Affairs Bureau staff reported to an Associate Deputy Minister.

Most of the Ministry offices are located in Victoria. However, the Multicultural Programs Branch and the office of the Premier's Advisory Council for Persons with Disabilities, are located in Vancouver. Co-ordinating Registrars of Voters offices are located in six communities: Prince George, Kamloops, Kelowna, Victoria, Vancouver and Langley.

The Provincial Secretary is also responsible for the B.C. Lottery Corporation, which files its own annual report.

Lines of authority in the Ministry are shown on the chart on Page (6).

The Ministry of Provincial Secretary



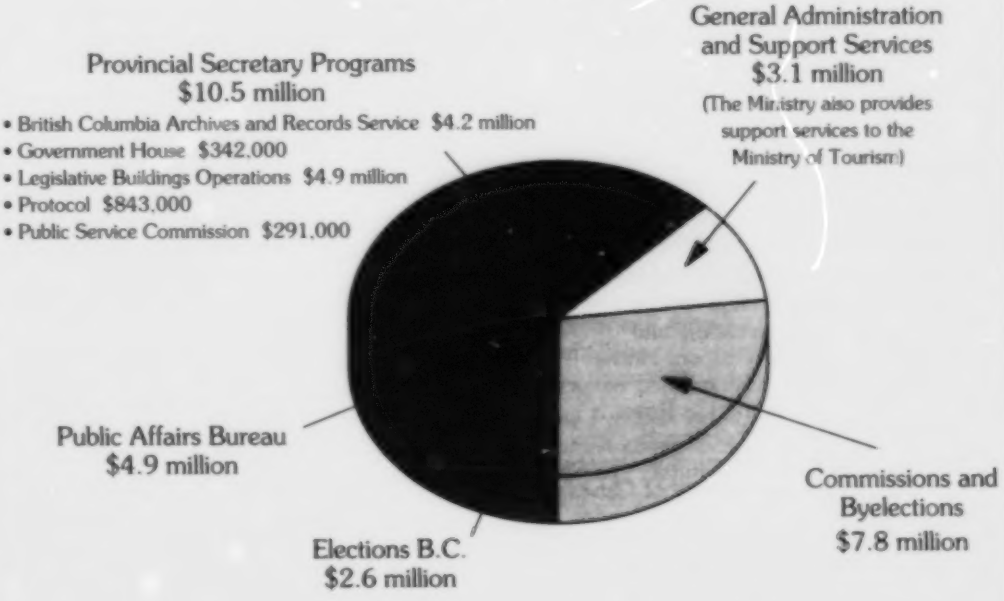
Financial Resources

Expenditures for general Ministry operations in the 1989/90 fiscal year totalled $29.7 million.

They are summarized in the following graph and broken down by program in Appendix I. The Ministry also administered the Lottery Fund which had total disbursements of $70.4 million during the fiscal year.

MINISTRY EXPENDITURES

1989-90 (Total $29.7 million)


Provincial Secretary Programs
$10.5 million
• British Columbia Archives and Records Service $4.2 million
• Government House $342,000
• Legislative Buildings Operations $4.9 million
• Protocol $843,000
• Public Service Commission $291,000
General Administration and Support Services
$3.1 million
(The Ministry also provides support services to the Ministry of Tourism)
Public Affairs Bureau
$4.9 million
Commissions and Byelections
$7.8 million
Elections B.C.
$2.6 million

Provincial Secretary Programs

Government House

Government House is the official residence and office of the Lieutenant-Governor of British Columbia. Staff provide administrative support for the chief executive position in the Provincial Government. They also coordinate the constitutional, cermemonial, protocol, diplomatic and other activities of the Lieutenant-Governor and Chatelaine both at and away from Government House.

In 1989/90, staff planned and staged events or ceremonies that were attended by more than 9,650 guests. In addition to constitutional activities, The Honourable David C. Lam and Mrs. Dorothy Lam attended in an official capacity some 231 events away from Government House.

Besides receiving traditional courtesy or diplomatic visits from High Commissioners, Ambassadors and Consular officials, Government House played host to many distinguished visitors during the year, including His Royal Highness The Duke of Edinburgh; Her Excellency, the Right Honourable Jeanne Sauve, then-Governor General of Canada; Her Royal Highness Princess Alexandra; Her Excellency Dame Minita Gordon, Governor General of Belize; Her Royal Highness Princess Chullabhorn of Thailand; His Excellency Wan Li, Chairman of the National People's Congress, People's Republic of China; General AJGP de Chastelain, Chief of Defence Staff, Canadian Armed Forces; and Sir Roger and Lady Bannister. Their Honours extended official greetings to President Corazon Aquino of the Philippines during her brief visit to British Columbia.

In presentation or investiture ceremonies at Government House, the following honours were accorded: the Duke of Edinburgh's Awards; UNICEF, Queen's Venturers; The Canadian Corps of Commissionaires; the Victoria Regional Branch, Institute of Public Administration of Canada; and the B.C. Historical Federation. Also recognized were Greater Victoria Sports Celebrities, as well as the recipients of Junior Citizenship Awards and Corrections Exemplary Service medals.

Special dinners honoured British Columbia public servants for 25, 35 and 40 years of continuous service. Members of the Royal Canadian Mounted Police and municipal police departments were recognized at a Police Honours night.

A concert by the Victoria Symphony Orchestra entertained guests at Government House, as did a performance by students and alumni of the Victoria Conservatory of Music.

About 1,790 visitors were given tours of Government House during the year.

Medal for the Order of British Columbia, established in 1989 to recognize outstanding citizens.

Protocol

The Protocol Branch provides service to all levels of the provincial government on matters of protocol and precedence. Branch staff plan and execute visits to the province by the Sovereign, the Governor General, members of the Royal Family, heads of state and government, High Commissioners, Ambassadors and other distinguished visitors. They also plan and execute state and provincial ceremonies and arrange government-hosted banquets and other functions such as the Long Service Awards Banquet honouring public servants.

During 1989/90, staff participated in the development of a new program, the Order of British Columbia. The Order was established by legislation passed in 1989 to recognize the province's distinguished citizens. A public awareness campaign was launched and a call put out for nominations.

The Protocol Branch coordinated the visits during the year of several distinguished guests. Among them were President Corazon Aquino of the Philippines, Prime Minister Kaifu of Japan, Her Royal Highness Infanta Cristina of Spain and Chairman Wan Li of the People's Republic of China. Protocol officers welcomed 25 High Commissioners and Ambassadors and 59 other distinguished visitors to the province.

The Branch continues to be involved in the organization and management of interprovincial and international conferences and meetings. Among the high-profile events staff worked on during 1989/90 were the meeting of Interprovincial Ministers responsible for Financial Institutions; Federal/Provincial/Territorial Ministers of Agriculture; the University Endowment Lands Opening Ceremony; Airshow Canada in Abbotsford and Globe 90, an international conference and trade show on the environment.

The Protocol Branch arranged the visits of Parliamentary Groups from France, Belgium, Denmark, Australia, New Zealand and the Southern Legislative Council.

Branch staff also conduct guided tours of the Legislative Buildings. During 1989/90, there were 2,989 guided tours for 124,894 visitors. Of these, 28 were for VIPs; 94 for American groups, 110 French, 176 Chinese; 31 German; four Spanish and 47 for Japanese visitors.

British Columbia Archives and Records Service

The British Columbia Archives and Records Service is responsible for the management of government records and other documents related to the history of the province. Provincial Archives and the Records Management Branch, both related but separate branches of the Ministry, were amalgamated on March 2, 1989, to provide a full range of records management and archival services.

One of the principle achievements of the year was the establishment of the new organizational structure which is reflected in this annual report.

Another major activity was the planning of two new programs to help strengthen British Columbia's community archives. The Community Archives Assistance Program will contribute up to one-half of the cost, to a maximum of $10,000, of initiatives by non-profit societies and community archives to establish repositories and acquire, process or conserve materials.

In addition, an advisory and training program will offer consultation and education services to community groups, including funding for a pilot archives development course.

Client Services Section

A new Reference Unit was established to carry out one of the branch's principle objectives — providing a centralized, archival records reference service for government and the public. The unit currently provides such a service for government records, private papers, books, pamphlets and visual records which include paintings, drawings, prints and photographs. Eventually, it will be responsible for providing access to maps, plans, charts and sound and moving image records.

Use of the reading room returned to a normal level. There were 9,399 visits, 2,781 more than the previous year when the room was closed for three months while asbestos was removed from the building.

Records Centre Services

The Records Centre Services program provides off-site storage and retrieval services for all ministries. Services are provided through contracts with private-sector storage companies. More than 200,500 cubic feet of records were being held as of March 31, 1990. This is the only fully-privatized government records, storage, retrieval and disposal service in Canada.

Records Centre Services Activities 1989/90

Total Volume in the System	6,259 cu m
Total transferred	1,654 cu m
Boxes destroyed	5,508 (176.26 cu m)
Number of Retrieval Actions	28,518
Costs Savings to Government	$1,225,000

Use of this service by ministries and other agencies reduces requirements for office space and avoids costs for shelving and filing equipment. An estimated $1.02 million in space and equipment costs was avoided in 1989/90.

Library

The library added 306 books, pamphlets, and items of ephemera to its holdings, as well as 383 microforms. Staff catalogued 670 new titles (in 854 volumes) and produced 153 analytics. Library staff provided written replies to 98 reference letters. The library now contains 65,230 volumes and more than 8,000 reels of microfilmed newspapers.

Emily Carr Gallery

Two exhibits were shown during the year - "Emily Carr: Stories of Small", and "Keeping the Records Straight." The latter, which opened on December 13, 1989, the 118th anniversary of Emily Carr's birth, provides a basic overview of what the branch does and what it collects. There were a total of 25,077 visitors to the Gallery during the year. Revenue from the sale of prints totalled $19,450.39.

Appraisal and Acquisition Section

This section provides the following advice to government on record appraisal, classification and scheduling:

- — completion of records services application forms and records location lists;
- — explanation of the process for disposal and transfer of records;
- — review of legislation for records management and records retention schedules;
- — development and review of records schedules;
- — negotiating special, emergency record transfers;
- — movement of government records to non-government agencies.

During 1989/90, approximately 2,000 records service applications were received.

Public Documents Committee

The five member Committee, established by authority of the *Document Disposal Act*, supervises the retention and disposal of government documents. The members include, ex-officio, the Provincial Archivist and the Comptroller General. Its recommendations come into force when endorsed by the Legislative Assembly or, in some instances, the Executive Council. The Committee held five meetings in 1989/90 fiscal year and approved 238 one-time records retention and disposal applications and 25 ongoing records schedules.

Advisory and Training Section

All ministries and all crown agencies covered by the *Document Disposal Act* were provided with general records management advisory services in the area of strategic planning, operational planning, records systems implementation and developments, forms management, office automation, automated records systems, records equipment and file support. They also received advice and assistance in developing, implementing and maintaining Administrative Records Classification Systems (ARCS) and Operational Records Classification System (ORCS).

Staff continued to furnish technical advice on records equipment and supplies, records facility planning, records operating procedures, vital records, records security and forms management.

The Ministry of Energy, Mines and Petroleum Resources became the first ministry to implement fully the government records management systems and was registered as such by the unit. Both the Ministry of Forests and the Ministry of Crown Lands were registered for having offices which have successfully implemented the administrative records management system.

Staff of the Imaging Unit reviewed and approved 74 requisitions for equipment and supplies for a total value of $413,570. Micrographic contracts were approved for a total value of $243,914 and specifications were completed for 26 projects. Quality assurance inspections were conducted on 214 micrographic projects, 1,470 microfiche and 459 rolls of microfilm.

Training Services

A total of 1,500 government employees attended courses and workshops held around the province on records management policies and procedures, archives development, and micrographics and alternative imaging technologies. Two seminars were presented on archival policy development, one in Mission and another in Victoria.

Historical Records Section

The Historical Records Section has three units: Manuscripts and Maps, Visual Records and Sound and Moving Images. The principal activity of the Section is the arrangement and description of records in all varieties of media.

Manuscripts and Maps Unit

During 1989/90, the archives accessioned 774 units of textual records, comprising 618 lineal metres and 326 reels of microfilm. Government records comprised 681 of those units and of that number 573 were court records, the last of the pre-1946 court records to be transferred. All of the court records have been listed on a data base.

Forty eight other government records units were catalogued and seven other collections, including the Royal Commission on Education (22.4 linear metres); the Expo '86 Collection (108.5 linear metres) and the Inquiry into the Coquihalla and Related Highway Projects (3.12 linear metres), were processed and listed.

Administrative control over all government records holdings was improved with the development of a Government Records Cataloguing Status data base.

Private manuscripts were accessioned, including the records of authors and outdoorsmen T. A. (Tommy) Walker, 1904–1988, and R. M. Patterson 1898–1984; the family records of Victoria businessman W. E. Oliver, 1867–1920, and the records of the B.C. Council of the Girl Guides of Canada. Important correspondence and papers relating to Emily Carr were donated in the Humphrey Toms and Edna Parnall collections, the latter including a selection of early drawing books and sketches.

There were 40 map units acquired (375 items) and 2,440 cartographic titles made accessible to researchers. Staff responded to 593 requests for reference information and made 273 photographic print reproductions and 64 photographic film reproductions.

Visual Records Unit

Deidre Simmons shows one of the works of cartoonist Len Norris which is among a collection acquired by the British Columbia Archives and Records Service.

The archives acquired 102 collections of visual material during the year including:

- Leonard Norris cartoons including a fascinating and instructive sample of "rush" or "concept" drawings submitted for editorial consideration before the completion of published cartoons;
- the photographic collection of Walter Nichol (1866-1928), Lieutenant Governor from 1920 to 1926, illustrating a multitude of Government House activities;
- Ministry of Education, Elementary Correspondence Branch photographs submitted by Grade 6 pupils, showing school-related activities between 1939 and 1966;
- B.C. Liquor Control Board photographs of premises surveyed throughout the province between 1941 and 1954.

Staff served the needs of 383 researchers visiting the unit, answered 154 letters gave 48 tours of the collections and facilities.

Sound and Moving Image Unit

Accessions during the year in this unit included: 13 audio collections (242 tapes and 42 disks), 81 video (128 tapes) and 44 film collections (190 titles).

Of particular note were the Expo '86 collection comprising 82 videotapes, 84 audiotapes and four films. Major research aids were completed for the Expo '86 Media Archives — Part 2, the Ida Halpern Collection and the C.B.C. Vancouver acquisition. Staff produced 510 audio conservation copies and 601 video copies during the year, transferred 50 films to video and carried out 133 film conservation treatments. Staff responded to 544 requests related to moving images and sound recordings from private producers, broadcasters, government and public institutions.

Technical and Support Services

The Technical and Support Services Unit is responsible for administrative support, information systems, and conservation, micrographic and photographic services.

The energies of the sections were primarily focussed on establishing the internal framework of policies and services required to support the programs of the integrated Archives and Records Service. Job descriptions for all positions in the section were revised and submitted for classification review.

Administrative Support

This unit was reorganized to provide a full range of administrative services for a branch functioning at three sites in Victoria: Heritage Court, 655 Belleville Street; 865 Yates Street, and the Emily Carr Gallery at 1107 Wharf Street. A framework was established for documenting internal policies and procedures and the first components of a consolidated policies and procedures manual were completed and circulated.

Information Systems

The position of Branch Systems Coordinator was established to give improved system support to all staff. With assistance from the Computer Systems Branch, a business analysis was completed which establishes a three-year plan for strategic development of the information system, and endorses the development of ARIS, the Archives and Records Information System. ARIS will automate the core function of appraising, accessioning, describing, storing and disposing of all records in branch custody, as well as the activities of all the Branch's operational sections.

Conservation Lab

The work of the conservators is vital to the branch's mandate to preserve indefinitely the records in all media placed in its custody. Preventive conservation measures for all holdings and the provision of advisory services to both government and the archival community of the province were given priority during the year.

Photo Lab

The Photo Lab provides photographic imaging services for purposes of conservation, distribution, and display. Staff produced 1,023 negatives and 9,313 photographic prints during the year. Staff handled 645 orders from the public.

Micrographics Lab

The Micrographics Lab provides archival processing, duplication, and quality control inspection for government records on microfilm. The Lab is an essential part of program control for micrographic projects throughout government. Microfilming services are also provided for archival holdings for conservation and distribution purposes.

The Micrographics Lab technicians processed and inspected 214,208 metres of original film and 71,881 metres of duplicating film to serve government clients. The camera operator filmed 279,545 frames, on 139 rolls.

Lottery Grants

The Lottery Grants Branch administers grant programs financed by the British Columbia Lottery Fund. Under the direction of the Provincial Secretary, the Fund supports a wide range of community projects and organizations. Branch staff review and assess all applications for assistance from the fund. Decisions are made by the minister under the authority of the Lottery Act.

In February, 1990, new criteria, guidelines and procedures for the lottery capital grants program were adopted. These included the establishment of a committee of four cabinet ministers to advise the minister on grant requests that involve an exception to the guidelines or fall outside of an existing grant program. The Committee also reviews grant requests for more than $150,000.

Another change took place in March, 1990, when the regular capital grants program was amalgamated with GO B.C. which was launched in October, 1988, to provide support for major capital projects. The Lottery Fund receives the net proceeds from lottery games operated by the British Columbia Lottery Corporation, a Crown Corporation for which the Provincial Secretary is responsible. The corporation publishes its own annual report.

The branch received 2,437 travel assistance requests in 1989/90, 718 requests for capital grants and 513 GO B.C. requests. Under the regular capital grants program and GO B.C., 946 new projects were approved for funding.

In 1989/90, the Provincial Secretary approved payment of $39.4 million in lottery fund grants including support for non-profit community groups; in-province travel; special, annual grants to community organizations and communication grants under the Program for Educational and Entertainment Television Services (PEETS).

The Lottery Fund also contributed $29 million to programs administered by other ministries or agencies. These included: Music '91, the 1994 Commonwealth Games, the B.C. Health Care Research Foundation, the B.C. Heritage Trust and arts, recreation and sport, heritage and downtown revitalization programs administered by the Ministry of Municipal Affairs, Recreation and Culture.

Other expenditures included funding for the Premier's Advisory Council for Persons with Disabilities, an at-home support program for the handicapped, and multicultural initiatives.

The Lottery Grants Branch publishes an annual listing of awards under the programs it administers.

Multicultural Programs

During the fiscal year, the ministry established a Multicultural Programs Branch. One of its functions is to support the work of the 24-member provincial Advisory Committee on Cultural Heritage, established in 1988 to serve as a forum for input from the various ethnic communities. The members of the Advisory Committee were selected from a list of names submitted by ethnic communities and organizations throughout the province. During the 1989/90 fiscal year, the Committee, chaired by Kewal Khosla of Surrey, held meetings in Vancouver, Delta, Victoria, Prince George, Burnaby and Kelowna.

The Advisory Committee also makes recommendations to the Cabinet Committee on Cultural Heritage regarding government policies and programs that affect multicultural development in the province. In October, 1990, the Cabinet members on the Committee were: Provincial Secretary Howard Dirks, Chairman; Carol Gran, Minister of Government Management Services and Responsible for Women's Programs; Education Minister Tony Brummet; Environment Minister John Reynolds; Lyall Hanson, Minister of Municipal Affairs, Recreation and Culture; Norm Jacobsen, Minister of Social Services and Housing, and Rita Johnston, Minister of Transportation and Highways.

The Multicultural Programs Branch also serves as a liason agency for other ministries whose programs relate to multicultural development. The Office promotes such development by meeting and consulting with community groups and organizations, providing support for projects they undertake, and conducting research.

A provincial Heritage Language Program, administered by the Branch, was announced in November, 1989. A total of $250,000 will be made available for heritage language Saturday school programs. The money will help pay for teaching aids and professional development. Between the time the program was established and the end of the fiscal year, $156,000 was approved for 120 school programs representing 23 languages.

Grants were also given to a number of community organizations and groups promoting multiculturalism, race relations and cross-cultural awareness. Approval was also given for a $75,000 grant to the Broadcasters' Association of B.C. for a racial harmony project featuring television and radio advertisements aimed at combating racism.

Other initiatives by the Branch during the year included organizing Action 90, a provincial symposium on multiculturalism, to be held in Vancouver, June 7–9, 1990; producing a quarterly newsletter, *Multiculturalism — Profile B.C.*, and undertaking the reprinting of an up-to-date *Guide to Resources for Newcomers*. The Branch also held an Open House during Multiculturalism Week as a means of raising public awareness of the office as a provincial government agency.

Premier's Advisory Council for Persons with Disabilities

The 12 members of the Premier's Advisory Council for Persons with Disabilities and Chairman Paul Thiele, were appointed in January, 1989. The Council subsequently established a staff support team including an Executive Director, a Researcher/Writer, and a Secretary/Administrative Assistant.

The Council's mandate is to encourage and promote greater participation of persons with disabilities in all aspects of the social, economic and cultural life of British Columbia.

The Council, which files its own Annual Report, advises government on issues related to the disabled achieving that goal.

During 1989/90, the Council made a number of recommendations to the provincial government concerning policies and programs which have an impact on persons with disabilities. For example, the Council had input into the development of the at-home, handicapped support program and was also involved in consultations with the Ministry of Advanced Education regarding the restructuring of Vocational Rehabilitation Services.

The photo says it all. Students in Port McNeill line up with their "thanks" for a $74,839 GO B.C. Lottery Fund award that, along with local donations, brought them a top-notch track and field.

Other Services to Government and the Public

Order-in-Council Administration

The Order-in-Council Administration Branch has custody of the government's executive orders. Staff in the Deputy Provincial Secretary's office index and file the orders adopted at weekly meetings of Cabinet and arrange for their signature by the Lieutenant-Governor. The office also copies the orders and distributes them to interested parties. It prepares and distributes weekly resumes of orders-in-council and ministerial orders and responds to requests for information.

Staff processed 1,929 orders-in-council and mailed out 41 issues of resumes to about 600 individuals and organizations during the 1989 calendar year.

This office undertakes other constitutional duties. It prepares commissions, oaths of office and correspondence regarding some judicial and quasi-judicial appointments.

The administration prepares appeals to executive councillors under the Motor Carrier Act and other statutes. Staff authenticate notarized documents and certify copies of statutes, which involve the signature of the Lieutenant-Governor.

The Provincial Secretary is the Registrar of British Columbia responsible for registering documents of state and others required by statute to be filed with government. The Ministry also has custody of the Great Seal which was applied 368 times in 1989 — 234 to Letters Patent granted under the Municipal Act, 60 to proclamations, 29 to Queen's Counsel appointments, 38 to appointments under the Provincial Court Act and seven to appointments under Section 12 of the Notary Act. Authentication proceedings totalled 575 and staff dealt with 73 appeals, up from 59 in 1988.

Public Service Commission

The Commission's responsibility is to hear and issue decisions on appeals from employees and the public who believe that the principle of merit has not been equitably applied to public service job competitions. The commission has three members, one designated the chairman, who are appointed by order-in-council and supported by a staff of three.

During 1989/90, 187 appeals were filed, up marginally from the 173 filed during the previous fiscal year. Less than 16 per cent of appeals filed reached the stage of a hearing. A total of 66 appeals were withdrawn and in other cases, the Employer reconsidered after an appeal was launched. Hearings took place in Vancouver, Victoria, Prince Rupert, Nelson, Prince George, Kamloops, Nanaimo and Williams Lake.

Elections British Columbia

The Provincial Secretary is responsible for holding elections for the Legislative Assembly. This responsiblity is carried out by the Chief Electoral Officer who is appointed by the Lieutenant-Governor in Council.

Harry M. Goldberg held the position of Chief Electoral Officer and Registrar General of Voters from April, 1980, until January, 1990, when he resigned. Robert A. Patterson, who served for five years as Deputy Chief Electoral Officer and Deputy Registrar General of Voters, succeeded Mr. Goldberg.

Elections British Columbia administers all provincial general elections, by-elections, plebiscites, enumerations, voter registration and public awareness programs. Branch staff direct the enumeration of voters, update the provincial voters list on a daily basis and maintain the electoral maps. Staff also prepare and update election forms and training manuals, provide training materials and direct training sessions for all election and registration officials.

During elections, Elections British Columbia supervises Returning Officers and Registrars of Voters, registers voters and ensures voter awareness of the electoral process. The branch interprets and applies the British Columbia *Election Act* and parts of the *Constitution Act* in managing the electoral process.

There were two major activities for the branch during 1989/90. The first was the province-wide enumeration of voters which commenced May 1, 1989. In three weeks, 6,607 enumerators registered or confirmed the registration of 1,707,838 voters. The enumeration process concluded at the end of August when the branch issued, for the first time, *Voter Identification Cards* to all registered voters. British Columbia is the only electoral jurisdiction in Canada to issue these cards. The Voter identification Cards have been accepted overwhelmingly by the public and by March, 1990, more than 145,000 notifications of address changes had been generated. The total cost of the enumeration was $5.8 million.

With about 10,000 changes entered each month, British Columbia's voters list is constantly being updated.

A major activity during 1989/90 was electoral redistribution. The branch began this seven-month project following acceptance by the Select Standing Committee on Labour, Justice and Intergovernmental Relations of the recommendations of the Fisher Royal Commisssion Report on Electoral Boundaries. The project involved the conversion of all 1.7 million computerized voter records and voter registration forms to 75 new electoral districts from the previous 52; 229,261 street index computerized records were converted to the new electoral districts; 383 detailed polling division maps were drafted; a regional set of electoral district maps was produced for the Select Standing Committee's final report; and over 100 election forms were redesigned. Redistribution costs for 1989/90 were $700,000.

In addition to these two major activities, the branch conducted by-elections in the electoral districts of Cariboo and Oak Bay-Gordon Head. On request, the branch presented detailed briefs to the Alberta Select Special Committee on Electoral Boundaries and to the Federal Royal Commission on Electoral Reform and Party Financing. The branch was also represented on an Advisory Committee for the Auditor General of Canada studying the administration of Elections Canada.

Public Affairs Bureau

This division is responsible for communications government-wide. The bureau's staff of public affairs specialists plan and coordinate government information services so that policies, programs and initiatives are clearly and accurately presented to the public and the media. The bureau makes sure the public in all regions of the province is kept informed of opportunities provided by government programs, usually through advertising, news releases and liaison with the media. The bureau's responsibility includes maintaining professional standards for all information and advertising programs and helping ministries develop communications plans. Bureau publications include the periodical *BC News* and the weekly bulletin *BC Update*.

The Public Affairs Bureau was formed in 1988.

Ministry Support Services

Central Services Branch

The branch is responsible for providing personnel, facilities management and administrative services. The branch continued to provide these services to the Ministry of Tourism as well following a November 1, 1990, reorganization which resulted in the division of Provincial Secretary and Tourism into separate ministries.

Personnel Services

Staff provide management with technical advice and assistance in recruiting and selecting ministry personnel, resolving employee and labour relations issues, developing staff training and development initiatives and planning for both ministries' human resources needs.

During 1989/90, Personnel Services was active in facilitating the integration of the Provincial Archives and the Records Management Branch to form the new British Columbia Archives and Records Service Branch. Also, several personnel activities emerged as a result of the November 1, 1989, government restructuring process including recruitment and selection of staff, organization reviews, and job evaluations in both the Ministry of Provincial Secretary and the Ministry of Tourism.

Personnel Service played an active role in the successful introduction of a new employee performance evaluation system designed to ensure a more consistent assessment of job performance and job standards.

Facilities and Administrative Services

Staff in this section help personnel in both ministries meet their requirements for:

- office space, equipment, supplies and furniture,
- records management,
- use of government vehicles,
- asset management,
- telecommunications and postal services.

During 1989/90, staff were involved with major maintenance projects at Government House and took part in the startup and shutdown of the Royal Commission on the Coquitlam Watershed, as well as the startup of both the Royal Commission on Health Care and Costs and the Premier's Advisory Council for Persons with Disabilities. Staff were also involved in the relocation of the Vancouver Cabinet Offices from Robson Square to the World Trade Centre.

In consultation with the B.C. Buildings Corporation, initial planning was begun for a consolidated facility for B.C. Archives and Records Services.

Computer Systems Branch

The branch serves the computer needs of the ministry, including the computer operations of the Lottery Grants, Provincial Voters List, Financial and Personnel systems. The ministry's computing expenditures totalled $2.5 million in 1989/90, and the branch's operating expenditures were $458,000.

The government and contracted staff within the branch are specialized in systems analysis, project management, data resource management and mini-computer systems operations.

In 1989/90 the branch installed two minicomputers and completed a Business Area Analysis for the British Columbia Archives and Records Services and Tourism British Columbia. Two system audits were delivered and the Ministry Information Resource Systems Plan was maintained.

Financial Services

The branch applies and interprets the Financial Administration Act and administers the ministry's finances through a comprehensive system of financial and accounting programs that control the ministry's assets, revenues, expenditures and liabilities. During 1989/90 the branch co-ordinated the development of the ministry's annual budget, implemented a computerized financial system which provides improved financial information to all ministry branches, and developed and distributed a new policy and procedures manual.

The branch also provides a full range of financial services to the Ministry of Tourism and to Royal Commissions funded under the authority of the Inquiry Act.

In addition, the branch provided financial services, through Elections British Columbia, with respect to statutory spending on the provincial enumeration and on provincial by-elections.

Public Relations Branch

The branch is responsible for promoting awareness of the Ministry's activities, programs and services. Staff maintain regular press and public relations, produce and distribute informative literature and respond to public inquiries and concerns. Staff prepare briefing materials for the minister and cabinet, speeches and reports for the minister and executive staff, as well as participate in the organization of public events involving the minister or ministry programs.

In 1989/90, Public Relations worked co-operatively with the Protocol Branch providing publicity and other written material for the new Order of B.C. program, for public events such as Canada Day, as well as for the visit of several distinguished guests. Branch staff also worked with the Lottery Grants Branch on a community newspaper, public awareness campaign for the GO B.C. capital grants program.

Branch staff are also responsible for the distribution to the general public of provincial government lapel pins and responding to requests for congratulatory messages for special birthdays and wedding anniversaries. During the 1989/90 fiscal year, there were nearly 4,000 such requests. The Queen, the Governor General, the Prime Minister, the Lieutenant-Governor, the Premier and Members of the Legislative Assembly fulfil these requests.

Appendix I

Ministry Accounts

Ministry 1989/90 Expenditures by Program
($000s)

Minister's Office		257	
GENERAL ADMINISTRATION			
Deputy Minister's Office		579	
Public Relations		350	
PROVINCIAL SECRETARY PROGRAMS			
British Columbia Archives and Records Service		4,154	
Government House		392	
Legislative Buildings Operations		4,900	[1]
Lottery Grants Administration			
Expenditures	582		
Less recoveries from Lottery Fund	582		
Net		0	
Protocol		843	
Public Service Commission		291	
PUBLIC AFFAIRS BUREAU		4,990	
ELECTIONS BRITISH COLUMBIA		2,651	
MINISTRY SUPPORT SERVICES			
Assistant Deputy Minister		250	[2]
Financial Services		507	
Central Services		1,142	
Computer Services		601	
Total Ministry Operations		**21,907**	
Lottery Fund Expenditures		70,401	[3]
Other Expenditures		7,811	[4]
Total Ministry Expenditures		**100,119**	

Notes:

[1] Legislative Building Operations does not include computer systems.
[2] Assistant Deputy Minister, Support Services, includes administration of Provincial Secretary Programs.
[3] Lottery Fund Expenditures
[4] Other expenditures ($000s):

1989/90 Lottery Fund Accounts
($000s)

Balance at March 31, 1989		25,011	
Received from			
Lottery ticket sales	195,798		
Miscellaneous sources	2,254		
Total receipts		**198,052**	
Lottery Grants disbursements	69,819		
Lottery Grants administration	582		
Total disbursements		**70,401**	
Balance at March 31, 1990			152,662
Under the *Inquiry Act*, s. 18	656		
Commissions of inquiry on			
Coquitlam Watershed (OIC 1/88)			
Okalla Prison (OIC 759/89)			
B.C. Tree Fruit Industry (OIC 1786/89)			
Health Care and Cost (OIC 370/90)			
Under the *Election Act*, s. 191 (1)	7,155		
By Elections in:			
Oak Bay/Gordon Head			
Cariboo			
Vancouver/Point Grey			
Voter enumeration			
Electoral Boundary redistribution			

These accounts are unaudited.
Totals may show the effect of rounding figures.

Appendix II

Acts Administered by the Ministry

- *Blind Persons Contribution Act*
- *British Columbia Day Act*
- *Constitution Act*
- *Document Disposal Act*
- *Dogwood, Rhododendron and Trillium Protection Act*
- *Douglas Day Act*
- *Election Act*
- *Electoral Boundaries Commission Act*
- *Inquiry Act*
- *Lottery Act*
- *Lottery Corporation Act*
- *Ministry of Provincial Secretary and Government Services Act* (sections 2, 3, 5, 6, 7)
- *Ministry of Transportation and Highways Act* (section 39)
- *Premier's Advisory Council for Persons with Disabilities Act*
- *Provincial Symbols and Honours Act*
- *Public Service Act* (sections 7–11, 17)
- *Scholarship Act*
- *Vancouver Centennial Celebration Act*
- *Westar Group Limited Special Provisions Act*

Appendix III

Ministry Personnel

Persons responsible for ministry programs in 1989/90 are listed by branch, with affiliations as defined in the government-wide reorganization of November 1, 1989.

Deputy Provincial Secretary
Melvin H. Smith, Q.C.

Elections British Columbia
Robert A. Patterson, Chief Electoral Officer

Provincial Secretary Programs
John A. Mochrie, Assistant Deputy Minister Peter Martin, Executive Director, Public Programs

Government House
J. Michael Roberts, Director

British Columbia Archives and Records Service
John A. Bovey, Provincial Archivist
Reuben Ware, Deputy Provincial Archivist

Lottery Grants Branch
Shirley Kerr, Director

Protocol Branch
David Harris, Chief of Protocol

Orders-In-Council
Bruce DeBeck, Manager

Multicultural Programs
Michael Leigh, Director

Administrative And Support Services

Central Services Branch
Gary Loat, Director

Computer Systems Branch
Ramsay Millar, Director

Financial Services Branch
D. Marr Henderson, Director

Public Relations
Mike Hughes, Director

Agencies, Commissions and Crown Corporations

Public Service Commission
Graeme C. Roberts, Chairman

B.C. Lottery Corporation
Guy A. Simonis, President and CEO

Advisory Committee on Cultural Heritage
Kewal Khosla, Chairman

Premier's Advisory Council for Persons with Disabilities
Michael G. Carleton, Executive Director